



UNIVERSITY OF SANTO TOMAS
COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION



ONLINE PRACTICUM ENGAGEMENT CONFORME

Mr. Antonio E. Etrata, Jr., Ph.D.
Practicum Coordinator
College of Commerce and Business Administration
University of Santo Tomas

Dear **Mr. Etrata**:

We are pleased to accept your student _____ for online Practicum in our company.

Name of HTE	
Unit/Department Assignment	
Unit Head	
Contact Details	

We fully understand the following:

1. The program will start August of 2022 and will end December 2022.
2. The arrangement is purely online, and no physical service will be rendered on site.
3. Online delivery formats were discussed in an earlier correspondence and our company chose delivery format _____.
4. A designated practicum adviser from UST will monitor the services rendered by the intern and will serve as their official time record keeper.
5. The designated practicum adviser may reach out to us regarding issues and concerns regarding our interns. This will include performance appraisal/evaluation forms to rate the quality of their work.
6. We can enforce our company’s rules and regulations to our interns by providing a copy of which to the practicum adviser.
7. We will report to UST’s designated adviser any issues or concerns we will have with our intern.
8. We can have preliminary meetings with our interns regarding documentary due diligence and preliminary orientations from September to December of 2022.

We attest that our business is fully compliant with the laws of the Philippines, and we are not engaged in any illegal activities.

Very truly yours,

COMPANY REPRESENTATIVE SIGNATURE

COMPANY REPRESENTATIVE NAME AND DESIGNATION

DATE